

# Western Engineering (Pvt.) Ltd.

**Position:** Jr. Officer/ Assistant Officer (Accounts)

**Vacancy:** Not specific

**Employment Status:** Full-time

**Job Location:** Anywhere in Bangladesh

## **Job Responsibilities:**

- Maintain daily ledgers, payment schedules and invoices. Maintain overall day to day functions of accounts department.
- Maintain day to day expenditure record and forward the same to head office. Monitor all assets and ensure they are properly recorded.
- Monitor and manage all cash and interbank transactions. Prepare periodic receipts and payments account.
- Should have good knowledge in MS Office (especially in Excel). Good in interpersonal communication.
- Any other job assigned by the Management

## **Educational Requirements:**

- Master of Business Administration (MBA) in Accounting, Bachelor of Business Administration (BBA) in Accounting
- From any reputed public/private university with good academic results..

**Skilled Required:** Accounting Software, Accounts, Microsoft Excel, VAT

## **Experience Requirements:**

- 2 to 5 year(s)

## **Additional Requirements:**

- Age 25 to 35 years.
- Should have good knowledge in MS Office (especially in Excel).
- Coordination with other departments for smooth operation of daily activities.
- Prior working experience in Tally Accounting Software will be an added advantage. Honest, sincere and dedicated towards the Company.

**Salary :** Negotiable

## **Compensation & other benefits:**

- Mobile bill
- Lunch Facilities: Full Subsidize
- Salary Review: Yearly
- Festival Bonus: 3 (Yearly)

# Western Engineering (Pvt.) Ltd.

## **\*\* Apply Instruction \*\***

Interested candidates please apply Online: <https://westernengineeringbd.com/apply>

You may send a hard copy at:

**Western Engineering (Pvt.) Ltd.**

TCB Bhaban (10th Floor), 1-Karwan Bazar, Dhaka-1215, Ph: +8802-9116270.

Applicant must enclose his CV with latest photograph and copies of all academic certificates.

**Application Deadline: 16 February, 2023**

**Date of Publication: 31th January 2023**

